

FILED

STATE OF OKLAHOMA

OCT 24 1990

EXECUTIVE DEPARTMENT

OKLAHOMA SECRETARY
OF STATE

EXECUTIVE ORDER 90-13

WHEREAS, over 18% of the employees of Oklahoma state government work in clerical positions and 89% of these employees are women; and

WHEREAS, almost two-thirds of the people entering the work force between now and the year 2000 will be women; and

WHEREAS, the types of clerical, technical, professional and administrative jobs available in the future will require more education, training and experience than in the past; and

WHEREAS, the employees in clerical positions in the state service constitute a vital, often unrecognized resource; and

WHEREAS, it is imperative to review the personnel policies and practices which affect clerical employees and to take action to provide opportunities for them to achieve their full potential and to optimize their talents in state government.

NOW THEREFORE, by virtue of the authority vested in the Office of the Governor by the Constitution and the laws of the State of Oklahoma, I hereby order the following:

1. The Administrator of the Oklahoma Office of Personnel Management is directed to study state personnel policies and practices which affect clerical employees, including job structuring, classification and compensation, training and developmental needs and opportunities, and career ladders and upward mobility.

2. The Administrator is directed to appoint a Clerical Advisory Committee of state employees to assist the Office of Personnel Management in identifying issues and in recommending actions to ensure careers with the State of Oklahoma which are both vital to the State and rewarding to the employee.

3. All members of the Clerical Advisory Committee shall be reimbursed for travel expenses incurred in carrying out their duties as members, pursuant to the provisions of the State Travel Reimbursement Act, Section 500.1 et seq. of Title 74 of the Oklahoma Statutes. Said reimbursement shall be paid by the agency employing the member.

4. Employing agencies are directed to authorize members of the Clerical Advisory Committee to attend meetings of the Committee scheduled by the Administrator. Agencies shall consider such employees in work status for such attendance and shall comply with the provisions of the Fair Labor Standards Act in the compensation of Committee members.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Oklahoma to be affixed at Oklahoma City, Oklahoma, this 24th day of October, 1990.

BY THE GOVERNOR OF THE STATE OF OKLAHOMA

Henry Bellmon

ATTEST:

Samuel D. Atkins
Secretary of State